



Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MAIN STREET-SUITE 468 MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

APPLICATION FOR SPECIAL USE PERMIT MINOR MODIFICATION APPROVAL

Date: _____

Previous Case #: _____

PLEASE TYPE OR PRINT

Name of Development: _____

Minor Modification(s): See the UDC Paragraph 9.6.12C

Modifications may be approved by the Planning Director if they are within the scope and intent of the original approval. Minor modifications shall include, but are not limited to the following:

- a. A less than five percent increase, or any decrease in the floor area or number of units.
- b. The relocation of any structure, dedicated street, easement or landscape screen in any direction from the location shown on the site plan for the distances specified below based on the size of the development:
(see the UDC Item 9.6.12C(1)(b)).
 1. Less than 25-feet for site plans of two or less acres;
 2. Less than 50-feet for site plans of more than two but less than eight acres;
 3. Less than 100-feet for site plans of eight acres but less than 20 acres; and
 4. Less than 150-feet for site plans of 20 acres or more.
 5. The correction of drafting errors on the approved plan.
- c. Modifications to the parking or landscaped areas that meet the provisions of this Code.

Property Owner of Record: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Property Owner E-Mail Address: _____

Applicant: _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Applicant E- Mail Address: _____

Representative: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Representative E-Mail Address: _____

Engineer/Surveyor: _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Engineer/Surveyor E-Mail Address: _____

Correspondence item Street Address Location: _____

Distance to nearest intersecting street: _____

I (we) hereby make application for the Minor Modification described above and on the accompanying materials. I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Land Use Control Board at the next available hearing date. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.

Property Owner of Record

Date

Applicant

Date

GUIDE FOR SUBMITTING SPECIAL USE PERMIT MINOR MODIFICATION APPLICATION

- A. **THE APPLICATION** - Two (2) collated sets of this application in accordance with the requirements of the Unified Development Code and as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Outline and/or Site/Concept Plan, shall be provided on sheets of 8.5"x11" in size. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:
- 1) One (1) original Application, 8.5"x11" Outline and/or Site/Concept Plan, Legal Description, Vicinity Map, Letter of Intent, 20"x24" Outline and/or Site/Concept Plan (folded) and a copy of Deed(s).
 - 2) Two (2) sets of copies in the following order: Application, 8.5"x11" Outline and/or Site/Concept Plan, Legal Description, and Vicinity Map, Letter of Intent, 20"x24" Outline and/or Site/Concept Plans, folded.
 - 3) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".
- (For additional information concerning these requirements contact Land Use Control Section at (901) 576-6619.)*
- B. **SITE PLAN/PLAT** - Two (2) copies of the site plan/plat showing each parcel as referenced to public street right-of-way. Site plan/plats shall include the following: (a) property boundary lines and dimensions, existing and proposed utilities and easements, roadways, rail lines and public rights-of-way crossing adjacent to the subject property; (b) the proposed height, dimensions and arrangements of buildings on the property; (c) the type and location of landscaping proposed; (d) the location of points of ingress to and egress from driveways, parking lots and loading areas on the site; (e) the location of roadway medians and any proposed modifications, and (f) any proposed substantial re-grading of the site and any significant topographical or physical features of the site including water courses. Site plans shall be drawn at a scale compatible with the scale of the project.
- C. **FILING FEES** *(All Fees Are Subject To Change without Prior Notice)*
- 1) A fee of \$100.00 shall be submitted with application package. Make check payable to "M/SC Office of Planning and Development"
- D. **FILING DEADLINE**
- The application should be received on the established application deadline, unless waived by the Planning Director or the conditions of the Planned Development Outline-Final Plan, Planned Commercial (C-P) District General Plan, Special Use Permit, or Subdivision Plan establishes another deadline.

***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE
SUBMITTER MUST RECEIVE A RECEIPT OF ACCEPTANCE FROM STAFF**